



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KSB/KSD OPERATIONS SUPERVISOR

Job Number: 21000775

Job Code: 53070V150416

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 04/16/2015

Job Revised:

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides coordination and supervision over the operations staff and operations areas to include, but not be limited to, maintenance, or housekeeping, or facility and grounds security, or buildings and grounds, or food service, or fleet management at the Kentucky School for the Deaf or the Kentucky School for the Blind; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of professional experience in public or business administration, facility administration, building maintenance, grounds maintenance, mechanical maintenance or related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in public or business administration or related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in public or business administration, facility administration, building maintenance, grounds maintenance, or mechanical maintenance or a related field will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

An employee in this job title at the Kentucky School for the Deaf must furnish to the agency's appointing authority or designee within twelve (12) months of appointment or entrance into this class, documentation that he or she possesses the Sign

Language Proficiency Interview (SLPI) rating of "survival" level and must maintain that level or above for the duration of employment.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates, supervises, and reviews the work of employees within the operations areas to include but, not limited to, maintenance, or housekeeping, or facility and grounds security, or building and grounds, or food service, or fleet management to assure economical and efficient operations. Makes daily decisions affecting the operations areas of the schools. Responsible for the preparation, review, accuracy, and maintenance of all operation records. Responsible for preparation, review, and accuracy of facility maintenance budget and all capital construction projects. Ensure proper procedures and regulations are followed on all construction projects. Attends meetings pertaining to operations budget disbursement. Prepares correspondence and special reports as needed. Responsible for oversight of maintenance of state fleet vehicles and grounds security. Consults with school leadership to ensure efficient and effective school campus processes and provides recommendations concerning issues in operations areas. Recommends the acquisition of staff, supplies, and equipment as needed. Requests employees to work overtime when necessary. Approves leave according to departmental policies and procedures. Evaluates employee performance and recommends salary increases and promotions. Counsels employees on work-related problems and recommends disciplinary actions consistent with departmental policies and procedures. Interprets and enforces departmental and state rules, regulations, and policies. Develops and recommends policies and procedures pertinent to the operations areas. Meets with operations staff to plan necessary projects or repairs and provides plans to school leadership. Monitors progress of facility/grounds projects or repairs and provides status reports to school leadership.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting but responsibilities may require presence throughout the school grounds.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R. 115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.